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DIARY NOTES

DD/S

9 January 1970

Excom Briefing on Space and Records Management: At the Excom today I briefed the group on the space holdings of the Agency in the Metropolitan Area and the problem of records management against the creation of records and the availability of storage space at our Records Center.

I used the same charts and briefing outline for the Excom that I used in briefing the Director and the DDCI on the DD/S program.

In the space briefing I pointed out to the group the increasing growth of special-purpose space and the fact that we have only 500 square feet of available space in the Metropolitan Area. I pointed out to the members that any request by any Directorate or office must be accompanied by a consideration of how they would alter their own space to provide for their new space requirements. It was pointed out that I have no additional space and it is up to each Directorate and office to realign their own space allocations to take care of any new requirement. I pointed out that if there is any significant increase in technical space requirements for computers, etc. we may have to consider moving them [redacted] and connecting them up with appropriate communications cable links to Headquarters. At the conclusion of my briefing the Director reiterated the policy to the group that he does not want to increase Agency space holdings and we must live within our present space allocations.

In the records management briefing I pointed out that the massive creation of records in the Agency and the yearly growth of records for storage at our Records Center will quickly eliminate any leeway that we currently have. I advised that there were two approaches, namely, the use of certain mechanical things to create additional space for record holdings through motorized shelving which would be rather costly and the promotion of a microfilm program for records storage. I pointed out the tremendous saving space-wise of the use of microfilm but at the same time pointed out that the Agency has 58 separate and different systems of microfilm applications. I pointed out that we must have some uniformity and compatibility both in our system and associated equipment and that I would actively promote such a program through the Records Management Board. I advised that we had had a decentralized records management program in these past years but the problems are now reaching a degree of magnitude where we must now

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revert to a certain degree to centralization of records management and I asked their full support in such a program which will be mounted through the Records Management Board. I also made the point of the designation of the Office of Record citing the numbers of copies made of a single document and the fact that the chances are that more than one copy of the same document is being preserved in record holdings and that this is wasteful and unnecessary. I cited also that this was a problem that the Records Management Board would deal with.

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